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Section 1   *Project CM Peer Review Overview*

As part of the SFA Enterprise Configuration Management Implementation effort, this Project CM Peer Review Process Guide is intended to serve as a job aid - handbook. Its purpose is to assist in providing coaching support to the Modernization Projects in their efforts to plan and perform Configuration Management according to the guidelines established by the Solution Life Cycle.

Section 2   *Guidelines for Scheduling Project CM Peer Review Meetings:*

Number of business days before meeting	Action
	Leadership Communication – Introduction
7-10	Contact Project CM Lead in person
6-9	Arrange date, time & location of meeting
6-8	E-mail Message to Accenture Project Manager
5-7	E-mail Message to SFA Project Manager
2-3	Re-confirm Peer Review Meeting

Section 3   *Frequency and Nature of Project CM Peer Review Meetings*

We estimate that the Project Manager and/or Configuration Management Lead and others identified by them will meet approximately three times with the ECMI Team. We will talk to 3-5 project roles. The timing and scope of each meeting with project staff will be based on the individual project's needs, and how best to assist the CM Team in its CM efforts.

The purpose of the initial visit will be to understand and establish the present status of and plans for performing CM on the project. This first meeting will set a baseline from which to measure future CM performance and improvement. We anticipate that the peer review meetings will last 1.0 – 1.5 hours.

Section 4   *Coordination with Other Initiatives*

- The ECMI team has met with SFA Quality Assurance team to review the activities of our respective groups and to coordinate suitable tie-ins on an on-going basis between ECM Project CM Peer Reviews and Q/A Reviews.

- The ECMI team seeks points of integration with the Accenture Quality Process Improvement (QPI) program. QPI already works with several SFA Modernization projects to promote compliance with the Capability Maturity Model.

- In concert with the SLC Deployment team, we intend to hold coaching sessions with individual CM Leads or occasional group sessions on the use of the SLC CM Process Guide.

Section 5   *Project Configuration Management Peer Review Process*

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┌─────────────┐        ┌─────────────┐        ┌─────────────┐
│      1      │        │      2      │        │      3      │
│Send Awareness│──────▶│ Arrange CM  │──────▶│ Conduct CM  │
│ Messages to │        │ Peer Review │        │Project Peer │
│ CM Project  │        │   Meeting   │        │   Review    │
│  Managers   │        │             │        │   Meeting   │
└─────────────┘        └─────────────┘        └─────────────┘

┌─────────────┐         ◇            ┌─────────────┐
│      6      │       5              │      4      │
│Schedule     │◀─YES─ Follow-up     ◀│Review Results│
│Follow-up    │       Meeting        │ of Meeting  │
│Meetings with│       Needed?        │ with Project│
│Project CM   │         ◇            │   CM Lead   │
│   Lead      │                      │             │
└─────────────┘         │            └─────────────┘
                        NO
                        │
                        ▼
                  ╭───────────╮
                  │ Project CM │
                  │ Peer Review│
                  │ Completed  │
                  ╰───────────╯
```
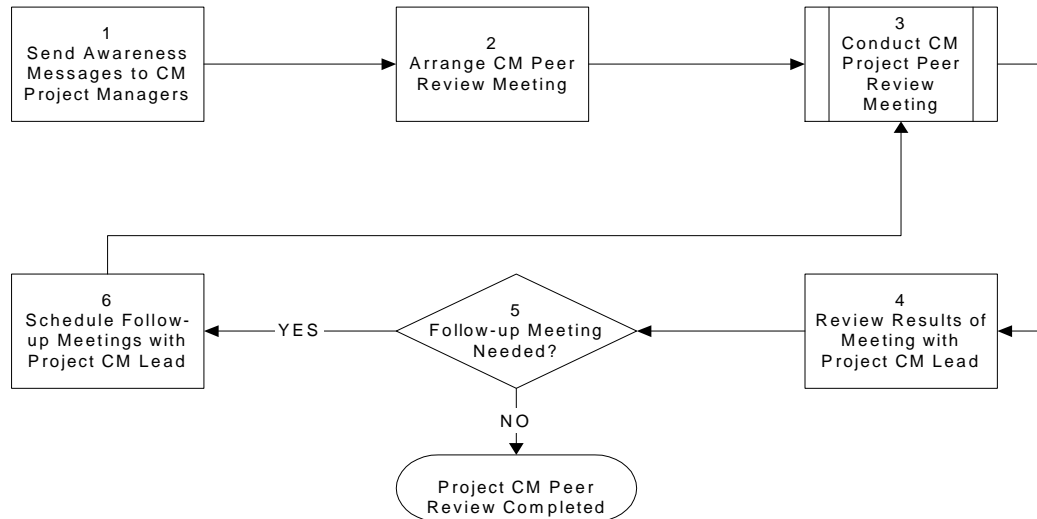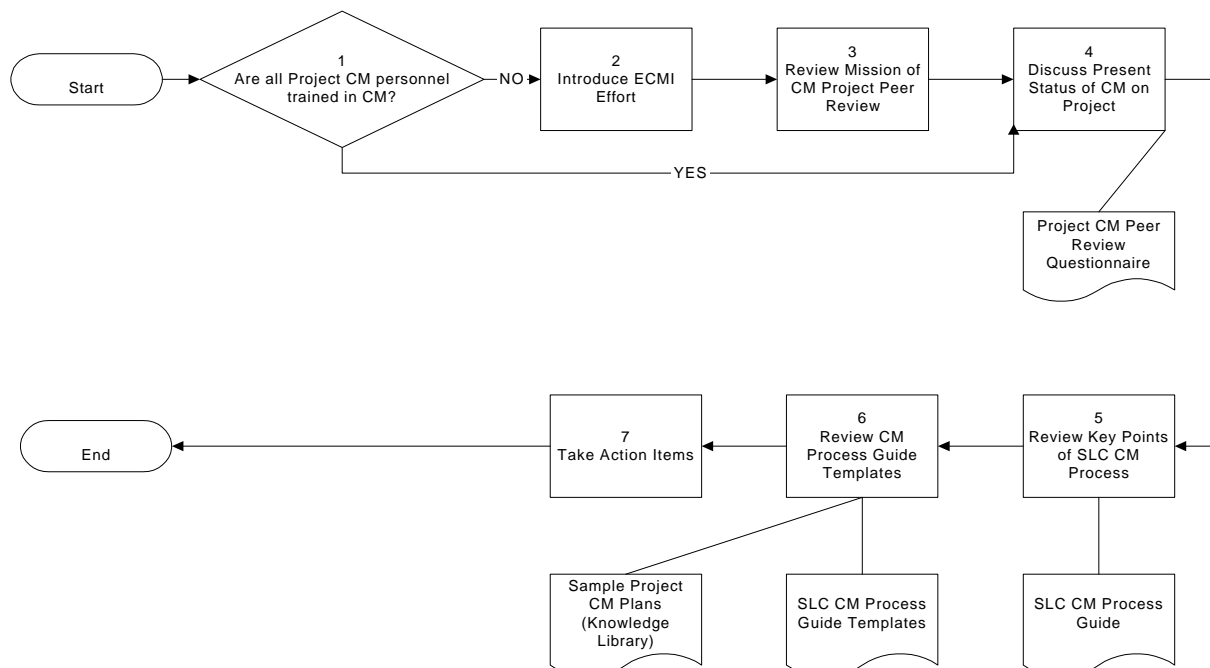
Sub-Process Summary - *Conduct CM Project Peer Review Meeting*

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          ◇                ┌─────────┐   ┌──────────┐   ┌──────────┐
╭───────╮  1               │    2    │   │    3     │   │    4     │
│ Start │─ Are all Project ─NO▶│Introduce│─▶│Review    │─▶│Discuss   │
╰───────╯  CM personnel    │ECMI     │   │Mission of│   │Present   │
          trained in CM?   │Effort   │   │CM Project│   │Status of │
          ◇                └─────────┘   │Peer      │   │CM on     │
          │                              │Review    │   │Project   │
          └────────── YES ───────────────┘          └──────────┘
                                                     │
                                          ┌──────────────────┐
                                          │Project CM Peer   │
                                          │Review            │
                                          │Questionnaire     │
                                          └──────────────────┘

╭───────╮   ┌──────────┐   ┌──────────┐   ┌──────────┐
│  End  │◀──│    7     │◀──│    6     │◀──│    5     │
╰───────╯   │Take      │   │Review CM │   │Review Key│
            │Action    │   │Process   │   │Points of │
            │Items     │   │Guide     │   │SLC CM    │
            └──────────┘   │Templates │   │Process   │
                           └──────────┘   └──────────┘
                           │              │
            ┌──────────┐  ┌──────────┐  ┌──────────┐
            │Sample    │  │SLC CM    │  │SLC CM    │
            │Project   │  │Process   │  │Process   │
            │CM Plans  │  │Guide     │  │Guide     │
            │(Knowledge│  │Templates │  │          │
            │Library)  │  │          │  │          │
            └──────────┘  └──────────┘  └──────────┘
```

Section 6   *Project CM Peer Review Meeting Agenda*

1. Introduction – Background of ECMI Effort

2. Mission of Project CM Visits – to assist Project CM efforts

3. Discuss present status of CM on project

4. Review key points of SLC CM Process.

- Review CM Process Guide Templates
- CM Plan Template
- Configuration Item Identification Index Template
- CM Audit Checklist Template

5. Action Items

6. Schedule next meeting

Note: For discussion purposes, the CM Lead is requested to bring any existing project CM documents.

Appendix A *Message to Accenture Project Manager*

Enterprise Configuration Management Implementation (ECMI), Task Order 90, whose client is CIO, builds on the SFA investments made recently in the development and deployment of the Solution Life Cycle (SLC) Configuration Management (CM) Process Guide. TO 90 involves CM not only at the Enterprise level but also at the individual Mod Partner project level.

As you probably know, we have contacted your CM Lead to arrange a date and time for your project's initial meeting with the ECMI team. We urge you to be present at this first meeting, if possible. We anticipate that depending on your project's needs, an average of two follow-up meetings will be worthwhile. In addition to the SFA Quality Assurance, we are working to coordinate CM efforts with QPI, whenever possible, so as to maximize the value of the time your project dedicates to CM.

Enclosed below is the message we intend to send to your SFA Project Manager announcing the Enterprise Configuration Management Implementation effort.

Please let us know what suggestions or changes to this message, if any, you recommend.

 Thank you.

Appendix B   *Message to SFA Project Manager regarding Project CM Visits*

Enterprise Configuration Management Implementation (ECMI), Task Order 90, under the auspices of CIO, builds on the SFA investments made recently in the development and deployment of the Solution Life Cycle (SLC) Configuration Management (CM) Process Guide. TO 90 involves CM not only at the Enterprise level but also at the individual SFA Modernization project level.

The ECMI team mission is to assist the individual Modernization projects in the optimization their CM efforts. We provide coaching support and guidance to the projects on the use of the SLC Configuration Management Process Guide, which includes processes, job aids and templates.

To accomplish this goal, we meet with your CM Lead and/or Project Manager. The purpose of the initial meeting is to determine how we can best coach the project to perform CM activity. We envision successive meetings based on your project's CM needs. Our approach includes tie-ins between the ECMI effort and SFA Quality Assurance reviews.

The initial meeting has been arranged for January <DATE>, at <TIME> in Conference Room <#>. We invite you to attend. Please let us know whether or not you plan to be present.

Thank you.

Appendix C   *SLC Project CM Peer Review Questionnaire*